

**DOCUMENT 00 32 00**

**PREQUALIFICATION QUESTIONNAIRE**

**Deadline to submit Pre-Qualification Questionnaire: November 21, 2025**

The **Judicial Council of California** (“Judicial Council”) has determined that contractors (“Contractor(s)” or “Firm(s)”) must be prequalified prior to submitting a Bid for the **Supreme Court and First District Court of Appeal Tenant Improvement Project** (“Project”). This Prequalification Questionnaire must be completed by any Firm intending to bid on the Project as a **general contractor**.

1. **Form Submission**. Contractors must complete this Judicial Council form; no other prequalification documents submitted by a Contractor will meet Judicial Council’s requirements. All Contractors must submit completed Prequalification Questionnaires, including the required financial statements and any other attachments, as follows:

**Email Prequalification Questionnaire to:** [fs202503xc.soq@jud.ca.gov](mailto:fs202503xc.soq@jud.ca.gov)

**Deadline: November 21, 2025 by 2:00 PM**

2. **Contractor List / Bid Form**. Judicial Council will make available a list of prequalified Contractors by the date and time indicated in the Invitation for Bid (Document 00 11 16), but in no event later than **FIVE (5)** Days prior to Bid opening. **The Bid Form (Document 00 41 13) will be issued via email to those Bidders who have been prequalified, not less than five (5) days before Bid Opening.**
3. **References**. Judicial Council reserves the right to contact any representative at Contractor’s previous projects to gather information about Contractor and/or to base Judicial Council’s prequalification determination on a scoring of Contractor’s references’ responses to questions.
4. **Prior Prequalification / Updates**. Contractors must update their prequalification questionnaire if or when Contractor’s status or information changes. Judicial Council reserves the right to adjust, suspend, or rescind the prequalification rating of any Contractor based on subsequently learned information.
5. **Non-responsiveness**. The Judicial Council will deem a Contractor’s Prequalification Questionnaire nonresponsive, in its sole and absolute discretion, if, without limitation, Contractor’s questionnaire is not returned on time, does not provide all requested information, is not signed under penalty of perjury by an individual who has the authority to bind Contractor, is not updated as required or is misleading or inaccurate in any material manner (e.g., financial resources are overstated; previous violations of law are not accurately reported) or for any other deviation from these instructions or error in completing the Prequalification Questionnaire.
6. **Rejection / Waiver / Request**. Judicial Council reserves the right, in its sole discretion, to reject any or all Prequalification Questionnaires, to waive irregularities therein, or to request further information or documentation from any Contractor.
7. **Public Records**. Although the names of Contractors seeking prequalification may be public information, each Contractor’s Prequalification Questionnaire and financial statement will not be public records and will not be open to public inspection. However, the contents of Prequalification Questionnaires and financial statements may be disclosed to third parties for purposes of clarification or investigation of material allegations or in any appeal process.
8. **Protests / Appeals**. A Contractor may protest and, if applicable, appeal Judicial Council’s prequalification decision. If Contractor protests and/or appeals the Judicial Council’s decision, Contractor shall comply with the applicable protest and appeals procedures in the Instructions to Bidders (Document 00 21 13); provided, however, that Contractor: (i) must submit, the initial protest in writing, within **FIVE (5)** Business Days from Judicial Council’s posting Contractors’ prequalification status on its website; and (ii) shall base its protest on this Prequalification Questionnaire.

| <b>CONTRACTOR (OR "FIRM") INFORMATION</b>   |                         |    |
|---|-------------------------|----|
| Contractor's company name:  |                         |    |
| Address:  |                         |    |
| Telephone:  |                         |    |
| Mobile telephone:   |                         |    |
| E-mail:   |                         |    |
| Years in business under current company name:   |                         |    |
| Years at the above address:   |                         |    |
| Types of work performed with own forces:  |                         |    |
| Gross revenue of the Firm for the past three (3) years:   |                         |    |
| \$  | \$                      | \$ |
| Submit an audited or reviewed financial statement for the past two (2) full fiscal years. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statement.  |                         |    |
| Name of license holder exactly as on file with the California State License Board:  |                         |    |
| License classification(s):  |                         |    |
| License Number(s):  |                         |    |
| License expiration date(s):   |                         |    |
| Number of years license holder has held the listed license(s):  |                         |    |
| Number of years Contractor has done business in California under contractor's license law:  |                         |    |
| Number of years Contractor has done business in California under <b>current</b> Contractor's license:   |                         |    |
| Has your Firm changed name(s) or license number(s) in the past five (5) years? ( Y / N ). If "yes", explain on a separate signed sheet, including the reason for the change.  |                         |    |
| Department of Industrial Relations Public Works Registration Number (Per Labor Code §1725.5):   |                         |    |
| Has there been any change in ownership of the Firm at any time in the past five (5) years? <b>NOTE:</b> A corporation whose shares are publicly traded is not required to answer this question. ( Y / N ). If "yes", explain on a separate signed sheet, including the reason for the change.   |                         |    |
| Is the Firm a subsidiary, parent, holding company, or affiliate of another construction firm? <b>NOTE:</b> Include information about other firms if one firm owns ten percent (10%) or more of another, or if an owner, partner, or officer of your Firm holds a similar position in another firm. ( Y / N ). If "yes", explain on a separate signed sheet, the name of the related company(ies) and the percent ownership. |                         |    |
| Indicate the form of Contractor's firm (type of business entity):   |                         |    |
| ___ Individual  | ___ Sole Proprietorship |    |
| ___ Partnership   | ___ Limited Partnership |    |
| ___ Limited Liability Company   | ___ Joint Venture       |    |
| ___ Corporation, State: _____   |                         |    |
| ___ Other: _____  |                         |    |

List the following for each corporation officer, general partner, limited partner, owner, etc. (as applicable) for Contractor's type of entity. For joint ventures, include this information for each entity in the joint venture and the percent ownership of each joint venture. Attach all additional information on separate signed sheets as needed.

| Name | Position | Years with Co. | % Ownership |
|------|----------|----------------|-------------|
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |
|      |          |                |             |

Identify every construction firm, contractor and/or construction management firm that Contractor or any person listed above has been associated with (as officer, general partner, limited partner, owner, Responsible Managing Officer, Responsible Managing Employee etc.) at any time during the **past five (5) years** ("Associated Firm"). Include all additional references and/or information on separate signed sheets. NOTE: For this question, "owner" and "partner" refers to ownership of ten percent (10%) or more of the business, or ten percent (10%) or more of its stock if the business is a corporation. include all additional information on separate signed sheets as needed.

| Name of Person at Associated Firm | Name of Associated Firm | Contractor's License No. of Associated Firm | Dates of Person's Participation with Associated Firm |
|-----------------------------------|-------------------------|---|--|
|                                   |                         |   |  |
|                                   |                         |   |  |
|                                   |                         |   |  |
|                                   |                         |   |  |

**CONTRACTOR'S BONDING COMPANY (SURETY) INFORMATION**

Name(s) of bonding company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

|  |
|--|
|  |
|  |
|  |

Address(es) of those bonding company(ies):

|  |
|--|
|  |
|  |
|  |

Number of years Contractor has been with those bonding company/surety:

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:

Contractor's total current bonding capacity: \$

**CONTRACTOR'S INSURANCE INFORMATION**

Name of insurance company(ies) your Firm has utilized over the past five (5) years (not broker or agency):

|  |
|--|
|  |
|  |
|  |

Address of those insurance company(ies):

|  |
|--|
|  |
|  |
|  |

“Best” rating(s) for those insurance company(ies):

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Number of years Contractor has been with those insurance company(ies):

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Name of broker/agent:

Address of broker/agent:

Telephone number of broker/agent:

E-mail of broker/agent:


Contractor's current insurance limits for the following types of coverage:

|  |  |    |
|--|--|----|
| Commercial General Liability             | Each occurrence                        | \$ |
|  | General aggregate                      | \$ |
| Product Liability & Completed Operations | Each occurrence                        | \$ |
|  | General aggregate                      | \$ |
| Automobile Liability – Any Auto          | Combined Single Limit (per occurrence) | \$ |
| Employers' Liability                     |  | \$ |
| Builder's Risk (Course of Construction)  |  |    |

Workers' Compensation Experience Modification Rate for the past five (5) premium years:

|                   |     |     |
|-------------------|-----|-----|
| (1) Current year: | (2) | (3) |
|                   | (4) | (5) |

**QUESTIONS**

| <b>Pass/Fail Questions (Essential Criteria)</b>   |   |  |
|---|---|--|
| 1   | <p>Has your Firm contracted for and completed construction of a minimum of:</p> <ul style="list-style-type: none"> <li>• <b>Two (2)</b> construction projects for a public agency,</li> <li>• Each with a value of at least <b>\$1,000,000</b>, and</li> <li>• All within the past <b>five (5) years?</b> (Please circle one).</li> </ul> <p><b>NOTE:</b> You <b>must</b> list these projects in the “Contractor Project References” Section.</p>   | <p><u>YES NO</u><br/>NO = cannot prequalify</p>  |
| 2.  | <p>Does your Firm currently hold all contractors’ license(s) necessary to perform the work and have those license(s) been consistently active for at least five (5) years without revocation or suspension?<br/>(Please circle one).</p>  | <p><u>YES NO</u><br/>NO = cannot prequalify</p>  |
| 3.  | <p>Does your Firm currently hold a Department of Industrial Relations Public Works registration number (Labor Code section 1725.5)?<br/>(Please circle one).</p>  | <p><u>YES NO</u><br/>NO = cannot prequalify</p>  |
| 4.  | <p>Has your Firm or an Associated Firm been found non-responsible, debarred, disqualified, forbidden, or otherwise prohibited from performing work and/or bidding on work for any public agency within California within the past five (5) years?<br/>(Please circle one).</p>  | <p><u>YES NO</u><br/>YES = cannot prequalify</p> |
| 5.  | <p>Has your Firm or an Associated Firm defaulted on a contract or been terminated for cause by any public agency on any project within California within the past five (5) years and, if so and if challenged, has that default or termination been upheld by a court or an arbitrator?<br/>(Please circle one).</p>  | <p><u>YES NO</u><br/>YES = cannot prequalify</p> |
| 6.  | <p>Has your Firm or an Associated Firm or any of their owners or officers been convicted of a crime under federal, state, or local law involving:</p> <ul style="list-style-type: none"> <li>(1) Bidding for, awarding of, or performance of a contract with a public entity;</li> <li>(2) Making a false claim(s) to any public entity; or</li> <li>(3) Fraud, theft, or other act of dishonesty to any contracting party within the past <b>ten (10) years?</b><br/>(Please circle one).</li> </ul> | <p><u>YES NO</u><br/>YES = cannot prequalify</p> |
| 7.  | <p>Has a performance bond surety for your Firm or a performance bond surety for an Associated Firm had to:</p> <ul style="list-style-type: none"> <li>(1) Takeover or complete a project,</li> <li>(2) Supervise the work of a project, or</li> <li>(3) Pay amounts to third parties to satisfy claims against your performance bond related to construction activities of your Firm or an Associated Firm within the past five (5) years?<br/>(Please circle one).</li> </ul>                        | <p><u>YES NO</u><br/>YES = cannot prequalify</p> |
| <div style="display: flex; align-items: center;">  <p> <b>If you answered:</b><br/> <b>“NO” to questions <u>1, 2, and 3</u></b><br/> <b>or</b><br/> <b>“YES” to questions <u>4-7</u>, then STOP.</b><br/> <b>You are not eligible for prequalification at this time.</b> </p> </div> |   |  |

| <b>Scored Questions</b> |   |                      |
|-------------------------|---|----------------------|
| 1.                      | <p>Has your Firm paid liquidated damages pursuant to a contract for a project with either a public or private owner within the past five (5) years?<br/>(Please circle one).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), damages(s), and date(s).</p>  | <u>YES</u> <u>NO</u> |
| 2.                      | <p>Has your Firm paid a premium of more than one percent (1%) for a performance and payment bond on any project(s) within the past five (5) years?<br/>(Please circle one).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the premium amount(s), and date(s).</p>  | <u>YES</u> <u>NO</u> |
| 3.                      | <p>Has any insurer had to pay amounts to third parties that were in any way related to construction activities of your Firm within the past five (5) years?<br/>(Please circle one).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), the amount(s) paid, and date(s).</p>  | <u>YES</u> <u>NO</u> |
| 4.                      | <p>Has your Firm's Workers' Compensation Experience Modification Rate exceeded 1.0 at any time for the past five (5) premium years?<br/>(Please circle one).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the EMR(s) and the applicable date(s).</p>   | <u>YES</u> <u>NO</u> |
| 5.                      | <p>Has there been a period when your Firm had employees but was without workers' compensation insurance or state-approved self-insurance within the past five (5) years? (Please circle one).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the reason(s) for not having this insurance and the applicable date(s).</p>   | <u>YES</u> <u>NO</u> |
| 6.                      | <p>Has your Firm declared bankruptcy or been placed in receivership within the past five (5) years?<br/>(Please circle one).</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the type of bankruptcy, the Firm's current recovery plan, and the applicable date(s).</p>  | <u>YES</u> <u>NO</u> |
| 7.                      | <p>Has your Firm been denied bond coverage by a surety company, or has there been a period of time when your Firm had no surety bond in place during a public construction project when one was required within the past five (5) years?<br/>(Please circle one).</p> <p style="text-align: center;">If YES, provide details on a separate signed sheet indicating the date(s) when your Firm was denied coverage and the name of the company or companies which denied coverage; and the period(s) during which you had no surety bond in place.</p> | <u>YES</u> <u>NO</u> |
| 8.                      | <p>Has a project owner, general contractor, architect, or construction manager filed claim(s) in an amount exceeding \$50,000 against your Firm, or has your Firm filed claim(s) in an amount exceeding \$50,000 against a project owner, general contractor, architect, or construction manager in the past five (5) years?</p> <p style="text-align: center;">If YES, explain and indicate on separate signed sheet(s) the project name(s), claim(s) and the date(s) of claim(s).</p>   | <u>YES</u> <u>NO</u> |

|     |  |                             |
|-----|--|-----------------------------|
| 9.  | <p>Has your Firm or an Associated Firm been cited and/or assessed any penalties for, or paid any sums to settle, non-compliance with state and/or federal laws and/or regulations, including public bidding requirements and Labor Code violations, within the past five (5) years?</p> <p>If “YES,” indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation(s) and/or assessment(s).</p>  | <p><u>YES</u> <u>NO</u></p> |
| 10. | <p>Has your Firm been cited and/or assessed penalties by the Environmental Protection Agency, any air quality management district, any regional water quality control board, or any other environmental agency within the past five (5) years?</p> <p>If “yes,” indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation.</p>   | <p><u>YES</u> <u>NO</u></p> |
| 11. | <p>Has CAL OSHA and/or the federal Occupational Safety and Health Administration cited and assessed penalties against your Firm, including any “serious,” “willful” or “repeat” violations of safety or health regulations within the past five (5) years?</p> <p>If “yes,” indicate on separate signed sheet(s) the project name(s), violation(s), and date(s) of citation. If the citation was appealed and a decision has been issued, state the case number and the date of the decision.</p>  | <p><u>YES</u> <u>NO</u></p> |
| 12. | <p>Has your Firm been required to pay either back wages or penalties for its failure to comply with California’s prevailing wage laws, with California’s apprenticeship laws or regulations, or with federal Davis-Bacon prevailing wage laws within the past five (5) years?</p> <p>If “yes,” indicate on separate signed sheet(s) the project name(s), the nature of the violation(s), the name and owner of the project(s), the number of employees who were initially underpaid and the amount of back wages and penalties that your Firm was required to pay.</p> | <p><u>YES</u> <u>NO</u></p> |
| 13. | <p>Does your Firm require <u>weekly</u>, documented safety meetings to be held for construction employees and field supervisors during the course of a project?</p>  | <p><u>YES</u> <u>NO</u></p> |
| 14. | <p>Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to your Firm for use on any project for which you are awarded a contract by Judicial Council.</p>  |                             |

**CONTRACTOR PROJECT REFERENCES**

List **ALL** projects in which your Firm has participated as a contractor or first-tier subcontractor during the past **five (5) years** with a Firm contract value of more than **\$1,000,000**.

- You may limit your response to the thirty (30) most-recently completed projects, but you **must** include at least the two (2) most recent projects for a public agency with a contract value of more than \$1,000,000 performed by your Firm.
- Include all information indicated below on separate signed sheets as necessary, and explain or clarify any response as necessary

|  |
|--|
| Project Name/Identification:   |
| Project address/location:  |
| Project owner, contact person, and telephone:  |
| Project architect name and telephone number:   |
| If contractor was a subcontractor on the project, name of general contractor and telephone number: |
| Scope of Work:   |
| Original completion date:  |
| Date completed:  |
| Initial contract value (as of time of bid award):  |
| Final contract value:  |
| Did the project include constructing or modernizing an earthquake resistant building?              |

**CERTIFICATION**

I certify under penalty of perjury under the laws of the State of California that all foregoing information submitted in the Prequalification Questionnaire, and information included in any attachments thereto, is true and correct:

Date: \_\_\_\_\_

Proper Name of Contractor: \_\_\_\_\_

Signature: \_\_\_\_\_

By (Print Name): \_\_\_\_\_

Title: \_\_\_\_\_



|   |                                 |                    |            |
|---|---------------------------------|--------------------|------------|
| <b>12. Prevailing Wage Penalties</b><br>No = 20 points<br>Yes, only 1 = 10 points | Yes, and more than 1 = 0 points |                    | 20         |
| <b>13. Safety Meetings</b><br>Yes = 10 points;                                    | No = 0 points                   |                    | 10         |
| <b>14. Apprenticeship Program</b><br>Listed = 10 points;                          | None listed = 0 points          |                    | 10         |
|   |                                 | <b>Total Score</b> | <b>210</b> |

**Step 4. Scoring References.** The Judicial Council may, in its sole discretion, contact and score references. Contractor will **PASS** the “References” section (“References”) if Contractor receives the **MINIMUM** required score of **54 POINTS**. The **MAXIMUM** points possible for References is **66 POINTS**. If Contractor does not achieve the **MINIMUM** required score, Contractor **WILL NOT** prequalify. The scoring shall proceed as follows:

- a. Judicial Council will contact **THREE (3)** references and ask the following questions in the below areas of inquiry, and then ask the reference to categorize Contractor’s performance as “Unsatisfactory,” “Below Average,” “Average” or “Above Average”:
  1. **Quality of Work.** Were there quality-related problems on the project? Were these problems attributable to the Contractor? Was the Contractor cooperative in trying to resolve problems? If not, provide specific examples.
  2. **Scheduling.** Rate the Contractor's performance adhering to project schedules. Did the Contractor meet the project schedule? If not, was the delay attributable to the Contractor?
  3. **Subcontractor (Project) Management.** Rate the Contractor's ability to manage and coordinate Subcontractor (if no Subcontractor, rate the Contractor's overall project management). Was the Contractor able to effectively resolve problems? If not, provide specific examples.
  4. **Change Orders.** Rate the Contractor's performance in connection with change orders and extra work. Did the Contractor unreasonably claim change orders or classify work as extra work? Were the Contractor’s prices on change orders and extras reasonable? If not, provide specific examples.
  5. **Working Relationships.** Rate the Contractor's working relationships with other parties (i.e. owner, designer, Subcontractors, etc.). Did the Contractor relate to other parties in a professional manner? If not, provide specific examples.
  6. **Paperwork Processing.** Rate the Contractor's performance in completing and submitting required project paperwork (i.e. submittals, drawings, requisitions, payrolls, Authorities Having Jurisdiction required documentation, etc.). Did the Contractor submit the required paperwork promptly and in proper form? If not, provide specific examples.
  7. **Responsiveness.** Rate the Contractor's responsiveness to telephone calls, emails, meetings, requests for action, etc. Did the Contractor respond to inquiries promptly and substantively? If not, provide specific examples.
  8. **On-Site Contractor Staff.** Rate the Contractor's on-site staff relating to their management of the site, communication and interaction with owner’s staff, and familiarity with project scope and status.

b. Judicial Council will score **EACH** response to **EACH** area of inquiry above as set forth below:

|                                     | <b>Unsatisfactory</b> | <b>Below Average</b> | <b>Average</b> | <b>Above Average</b> | <b>Rating</b> |
|-------------------------------------|-----------------------|----------------------|----------------|----------------------|---------------|
| 1. Quality of Work                  | 0                     | 3                    | 10             | 12                   |               |
| 2. Scheduling                       | 0                     | 3                    | 8              | 10                   |               |
| 3. Subcontractor (Project) Mgt.     | 0                     | 3                    | 8              | 10                   |               |
| 4. Change Orders                    | 0                     | 3                    | 8              | 10                   |               |
| 5. Working Relationship             | 0                     | 2                    | 4              | 6                    |               |
| 6. Paperwork Processing             | 0                     | 2                    | 4              | 6                    |               |
| 7. Responsiveness                   | 0                     | 2                    | 4              | 6                    |               |
| 8. On-Site Staff                    | 0                     | 2                    | 4              | 6                    |               |
| <b>Total Score for This Project</b> |                       |                      |                |                      |               |

c. Judicial Council shall then **AVERAGE** the results from “Total Score for this Project” as follows, rounded to the **NEAREST** whole number:

| <b>Sample “Averaging” for 3 reference calls per Contractor</b> |                                       |
|--|---------------------------------------|
| “Total Score for This Project” from Reference # 1              | 50                                    |
| “Total Score for This Project” from Reference # 2              | 65                                    |
| “Total Score for This Project” from Reference # 3              | 60                                    |
| <b>Total</b>   | 175                                   |
| <b>Total Reference Score (Total divided by 3 (÷ 3))</b>        | 58 (58.333 rounded <b>DOWN</b> to 58) |

**Step 5. Calculating Scores.** The Judicial Council shall then calculate the Contractor’s final prequalification score in the table below. If Judicial Council scores References, it will add Contractor’s “Total Reference Score” with “Total Score” from the Scored Questions. Contractors that receive the minimum qualifying score based on whether Judicial Council elects to score references shall prequalify for the Project.

| <b>Step</b>  | <b>Maximum Points</b> | <b>Minimum Points to Proceed</b> | <b>Contractor’s Score</b> |
|--|-----------------------|----------------------------------|---------------------------|
| Contractors (Firm) Information                           | N/A                   | PASS / FAIL                      |                           |
| Pass/Fail Questions (Essential Criteria)                 | N/A                   | PASS / FAIL                      |                           |
| Scored Questions   | 210                   | 170                              |                           |
| References ( <b>Optional</b> )                           | 66                    | 54                               |                           |
| <b>MINIMUM QUALIFYING SCORE (NO REFERENCES)</b>          |                       |                                  | <b><u>170</u></b>         |
| <b>MINIMUM QUALIFYING SCORE (<u>WITH</u> REFERENCES)</b> |                       |                                  | <b><u>224</u></b>         |